



***Equal Opportunities Policy***

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***8<sup>th</sup> January 2024***

***This Policy is written within the guidelines of the following statutes;***

- *Health & Safety at Work Act 1974;*
- *Sex Discrimination Act 1975 (as amended);*
- *Protection from Harassment Act 1997;*
- *Employment Rights Act 1996;*
- *Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000;*
- *Equality Act 2010.*

***The Equality Act 2006 established the Equality and Human Rights Commission. The Equality and Human Rights Commission:***

- *Issue Codes of Practice with which employers must comply;*
- *Advise or assist people with complaints about discrimination or harassment;*
- *Conduct formal investigations;*
- *Take legal action against discriminatory adverts or people pressurising others to discriminate.*

***The aim of the Commission is to:***

- *Ensure that people's ability to achieve potential is not limited by prejudice or discrimination;*
- *Provide respect for and protection of an individual's human rights;*
- *Provide respect for the dignity and worth for each individual;*
- *Allow each individual an equal opportunity to participate in society;*
- *Ensure there is respect between communities based on understanding and valuing diversity.*

***The Equality Act 2010:***

- *Redefined disability discrimination;*
- *Restricted use of pre-employment health questions;*
- *Introduced associative discrimination;*
- *Introduced wider 3rd party discrimination;*
- *Introduced wider perceptive discrimination;*
- *Restricted enforcement of pay secrecy clauses.*

*Northern Steeplejacks Edinburgh Ltd is an equal opportunity employer and will prevent discrimination against employees and job applicants on the grounds of:*

***Sex, race, disability, colour, ethnic origin, religious belief,  
Marital status, age, employment status, sexuality,  
Political belief, trade union membership or activity,  
Nationality, responsibility for dependants***

***Or any other condition or requirement which cannot be justified.***

## **1. INTRODUCTION**

*Northern Steeplejacks Edinburgh Ltd is committed to providing equal employment and promotion opportunities for all employees and job applicants. The equal opportunities policy will ensure that the skills and talents of employees are recognised and used effectively for the mutual benefit of both employees and the Company, and that the potential of job applicants is recognised.*

## **2. THE MAIN AIMS OF THE POLICY**

- *To promote equal employment opportunities*
- *To eliminate discrimination in employment*
- *To ensure supporting action plans, employment procedures and practices are developed*
- *To ensure appropriate training programmes are provided*

## **3. THE COMPANY'S RESPONSIBILITIES AS AN EMPLOYER**

*The Company will make sure that this Policy works. The responsibility for this lies with the Directors (Mr A King, Mr L Noon & Mr L Neil).*

*They will ensure the Policy works by:*

- *Discussing with Trade Unions the content of the Policy and how it should be implemented.*
- *Making the Policy known to all employees and job applicants*
- *Including equal opportunities responsibilities in all employment contracts*
- *Ensuring that employees do not discriminate when they provide services*
- *Taking appropriate action against employees who do not comply with the Policy*
- *Encouraging all employees to make continuous improvement suggestions on the Policy and its applications.*

## **4. RESPONSIBILITIES OF EMPLOYEE**

*As an employee you must not discriminate or knowingly aid the Company to do so.*

### **In particular you must:**

- *Co-operate with any measures introduced by the Company to make sure there is equality of opportunity and no discrimination*
- *Make your manager aware of any suspected acts of discrimination so that they can take appropriate action.*
- *Make sure that you do not discriminate when providing services to the public*

### **And you must never:**

- *Harass, abuse or intimidate other employees*
- *Victimise anyone who has complained or provided information about discriminatory practices*

- *Try to influence other employees, Trade Unions and managers to practice discrimination.*
- *Discriminate in recruitment, promotions, transfers or training*

*If you knowingly and deliberately discriminate you will be liable for disciplinary action.*

## **5. EQUAL OPPORTUNITIES POLICY**

### **A) STATEMENT OF POLICY**

- 1. We recognise that discrimination is unacceptable and although equality of opportunity has been a long-standing feature of our employment practices and procedure, we have made the decision to adopt a formal equal opportunities policy. Breaches of the policy will lead to disciplinary proceedings and, if appropriate, disciplinary action.*
- 2. The aim of the policy is to ensure no job applicant, employee or worker is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religious belief, political opinion or affiliation, sex, marital status, sexual orientation, gender reassignment, age or disability.*
- 3. We will ensure that the policy is circulated to any agencies responsible for our recruitment and a copy of the policy will be made available for all employees and made known to all applicants for employment.*
- 4. The policy will be communicated to all private contractors reminding them of their responsibilities towards the equality of opportunity.*
- 5. The policy will be implemented in accordance with the appropriate statutory requirements and full account will be taken of all available guidance and in particular any relevant Codes of Practice.*
- 6. We will maintain a neutral working environment in which no employee or worker feels under threat or intimidated.*

### **B) RECRUITMENT AND SELECTION**

- 1. The recruitment and selection process is crucially important to any equal opportunities policy. We will endeavour through appropriate training to ensure that employees making selection and recruitment decisions will not discriminate, whether consciously or unconsciously, in making these decisions.*
- 2. Promotion and advancement will be made on merit and all decisions relating to this will be made within the overall framework and principles of this policy.*
- 3. Job descriptions, where used, will be revised to ensure that they are in line with our equal opportunities policy. Job requirements will be reflected accurately in any personnel specifications.*
- 4. We will adopt a consistent, non-discriminatory approach to the advertising of vacancies.*

5. *We will not confine our recruitment to areas or media sources which provide only, or mainly, applicants of a particular group.*
6. *All applicants who apply for jobs with us will receive fair treatment and will be considered solely on their ability to do the job.*
7. *All employees involved in the recruitment process will periodically review their selection criteria to ensure that they are related to the job requirements and do not unlawfully discriminate.*
8. *Short listing and interviewing will be carried out by more than one person where possible.*
9. *Interview questions will be related to the requirements of the job and will not be of a discriminatory nature.*
10. *We will not disqualify any applicant because he/she is unable to complete an application form unassisted unless personal completion of the form is a valid test of the standard of English required for the safe and effective performance of the job.*
11. *Selection decisions will not be influenced by any perceived prejudices of other staff.*

### **C) TRAINING AND PROMOTION**

1. *Senior staff will receive training in the application of this policy to ensure that they are aware of its contents and provisions.*
2. *All promotion will be in line with this policy.*

### **D) MONITORING**

1. *We will maintain and review the employment records of all employees in order to monitor the progress of this policy.*
2. *Monitoring may involve:*
  - a) *The collection and classification of information regarding the race in terms of ethnic/national origin and sex of all applicants and current employees;*
  - b) *The examination by ethnic/national origin and sex of the distribution of employees and the success rate of the applicants; and*
  - c) *Recoding recruitment, training and promotional records of all employees, the decisions reached and the reason for those decisions.*
3. *The results of any monitoring procedure will be reviewed at regular intervals to assess the effectiveness of the implementation of this policy. Consideration will be given, if necessary, to adjusting this policy to afford greater equality of opportunities to all applicants and staff.*

**6. CONCLUSION**

*This Policy provides the framework that will assist in meeting the Company’s value of equal opportunity for all.*

*The Company will seek to continually improve the Policy by consulting the Trade Unions and the workforce and actively encouraging suggestions for improvement.*

*Moreover, in striving to be a “model employer”, the Company will consider adopting “best practice” policies and procedures from other areas, as well as measuring ourselves against performance standards from local authorities and across the private sector.*

**7. IMPROVEMENTS SINCE INITIAL IMPLEMENTATION**

*Following the implementation of our equal opportunities policy, improvements in our procedures and inline with the policy and current legislation we have made the following improvements:*

*We have adapted our head office building to ensure wheelchair access is permitted, which in light of these improvements we have been able to employ a full time Administrative assistant who is wheelchair reliant.*

*Our site workforce also has benefited from the inclusion of 2 operatives from ethnic minorities who would not normally be drawn to our industry. Both of these operatives are in the process of attaining NVQ certification in Their relevant trades.*

*We aim to be an employer who has the ability to provide opportunities to persons of all backgrounds, abilities regardless of Race, Religion, Sexual orientation or any visible or hidden disabilities, and our current workforce expansion has allowed us to employ persons from these backgrounds.*

For and on behalf of Northern Steeplejacks Edinburgh Limited:



Signed:.....

Date: 8<sup>th</sup> January 2024

Lee Noon – Director

